

**MCDOWELL COUNTY SCHOOLS  
COMPUTER AND TELECOMMUNICATIONS  
ACCEPTABLE USE POLICY**

**1. Introduction**

This document formalizes the policy for users of McDowell County Schools' network and access to the Internet via West Virginia Network for Educational Telecomputing (WVNET). All users, including students, teachers, administrators, staff, substitute personnel, and educational organizations are covered by this policy and are expected to be familiar with its provisions. The Internet is a virtual world connecting millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide students and educators with

- electronic communication,
- information and news services,
- public domain and shareware software of all types,
- discussion groups on a variety of subjects, and
- connections to many libraries, companies, agencies, and businesses.

With connections to computers and people all over the world comes the availability of materials that may not be considered to be of appropriate educational value. On a global network, it is impossible to completely restrict access to controversial materials. It is the responsibility of the student, parent, teacher and administrator to ensure that access to telecommunication networks and computers provided by the school system is not abused and that all users treat one another with respect.

**2. Privileges and Background**

The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who will access the Internet will be part of a discussion group with educators pertaining to the proper use of the network. Based upon acceptable use of guidelines outlined in this document, the West Virginia Department of Education (WVDE) and WVNET system administrators and McDowell County Schools will deem what is inappropriate use, and their decision is final. Also, system administrators and/or local teachers/administrators may deny user access at any time, as necessary. Users must be in compliance with the rules and regulations of West Virginia Board of Education Policy 2460, SAFETY AND ACCEPTABLE USE OF THE INTERNET BY STUDENTS AND EDUCATORS (<http://access.k12.wv.us/internet/p2460tc.htm>).

Transmission of any material in violation of any U.S. or state law regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutes is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

**3. Parental Consent**

Students must have written parental consent (Acceptable User Agreement Form) to use this system. A parent may rescind his/her consent in writing at any time, subsequently terminating the student's use of this service.

**4. Security**

Users who identify a security problem on the system must notify a system administrator. Users must not demonstrate the problem to other users. Users must not use another user's account or give their password to others. Attempts to log into any system as a system administrator will result in cancellation of user privileges and may result in other disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

**WVDE and McDowell County Schools provide filtering, but no system can totally filter unacceptable materials. Users assume responsibility for responsible use of the Internet and self-monitoring of materials accessed.**

## **5. User Responsibilities**

It is the responsibility of any person using McDowell County Public Schools network or Internet to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in making decisions about the appropriate use of network and Internet resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from his or her administrator and/or the Office of Technology for McDowell County Schools. Use of McDowell County resources shall constitute acceptance of the terms of these guidelines.

### **A. Educator Responsibilities**

It is the responsibility of educators who are using McDowell County network devices with students to teach students about safe and responsible use of the Internet and network. Educators are responsible for monitoring students' use of these resources, and to intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Acceptable Use policy as stated in this document. If an educator has reason to believe that a student is misusing the system, he or she has the right to request that McDowell County Schools access the student's account in order to review the use of McDowell County network devices by the student. It is also the responsibility of the teacher to report any misuse of the system to his/her administrator and/or the Office of Technology.

### **B. Student Responsibilities**

It is the responsibility of students who are using McDowell County network devices to learn about safe and responsible use of the Internet and network. They are responsible to use these resources appropriately. They must abide by the Acceptable Use Policy as stated in this document. If a student is misusing the system, educators in the district have the right to discontinue his/her use of the system and/or to impose further disciplinary action up to and including suspension or expulsion.

### **C. Acceptable Uses and Behavior**

The purpose of the Internet and school network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work.

1. The use of the Internet must be in support of education and consistent with the educational objectives of the West Virginia Board of Education. Use of other networks or computing resources must comply with the rules appropriate for that network.
2. Users must also be in compliance with the rules and regulations of West Virginia Policy 2460: Safety and Acceptable Use of the Internet by Students and Educators
3. (<http://wvde.state.wv.us/policies/p2460.html>).

4. Treat others on the Internet the way you would treat people in person. McDowell County Schools will not tolerate cyber-bullying. Users will not be permitted to send and/or post abusive messages to others. If a student bullies another person while using the McDowell County Schools' Internet and school network, the educators in the district have the right to discontinue his/her use of the system and/or to impose further disciplinary action up to and including suspension or expulsion.
5. Proper codes of conduct in electronic communication must be used. Giving out personal information is inappropriate. When using email, extreme caution must always be taken in revealing any information of a personal nature. Emails other than Access accounts or EDLINE accounts should not be used at school. Students who wish to have Access email accounts for educational purposes should contact a teacher or the administrator at their school. These students will be required to receive training on appropriate email use and to abide by the technology policy.
6. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
7. Subscriptions to mailing lists and bulletin boards other than those sponsored by educational entities must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff. Mailing lists subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
8. Exhibit exemplary behavior on the network as a representative of your school and community. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
9. Comply with fair-use laws and other copyright regulations while accessing and utilizing the Internet and other network materials and resources.

#### **D. Unacceptable Uses and Behavior**

The resources available to McDowell County Schools' users are to be used for educational purposes, as noted above. In the interest of helping users understand inappropriate use, the following list clarifies what users should not do:

1. Do not use the Internet to send or display hate mail, chain letters, harassing or discriminatory remarks, or other antisocial communications (cyber bullying).
2. Do not reveal any personal information about yourself or others, including complete name, home address or phone number.
3. Do not use the Internet to access social networking sites (e.g., MySpace, Facebook, etc.) unless instructed to do so as part of an educational endeavor. Blogs, wikis, and other web 2.0 tools are to be used only for educational purposes under the direct supervision of the teacher.
4. Do not download audio or video files unless under the direct supervision of a system administrator.
5. Do not use the Internet in any way that could disrupt the use of the Internet by other users (e.g., downloading huge files during prime time, sending mass email messages, annoying other users, video-streaming for non-educational purposes).
6. Do not use proxy sites or any other means that bypass school filtering devices.
7. Do not intentionally seek information on/obtain copies of, or modify files, other data, or passwords belonging to other users; do not misrepresent other users on the network.
8. Do not install unauthorized software, including shareware and freeware.
9. Do not access or share sexually explicit, obscene, or otherwise inappropriate materials.
10. Do not play games unless specifically authorized by a teacher for instructional purposes.

11. Do not use instant messaging programs (e.g., AOL, MSN).
12. Do not establish network or Internet connections to live communications, including voice and/or video (relay chat) unless specifically authorized by a teacher for instructional purposes.
13. Do not use the network to download entertainment software or other files not related to the mission and objectives of McDowell County Schools for transfer to a user's home computer, personal computer, or other media.
14. Do not allow for-profit institutions to use the Internet or network for commercial activities.
15. Do not use the Internet or network to further any political or religious purpose.
16. Do not gain unauthorized access to computer or telecommunications networks.
17. Do not interfere with the operations of technology resources, including placing a computer virus on any computer system, including the network system.
18. Do not intercept communications intended for other persons.
19. Do not attempt to gain unauthorized access to the network system.
20. Do not log in through another person's account or attempt to access another user's password or files.
21. Do not send defamatory or libelous material concerning a person or group of people .
22. Do not further any illegal act, including infringing on any intellectual property rights.
23. Do not download, upload, or distribute any files, software, or other material that is not specifically related to an educational project.
24. Do not download, upload, or distribute any files, software, or other material in violation of federal copyright laws.
25. Do not transmit any material in violation of any U.S. or state law regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
26. Do not vandalize any technology equipment. Vandalism is defined as any attempt to harm or destroy data of another user or any connections or equipment that are part of the Internet.
27. Do not use the network for personal business.
28. As with any other form of communication, these systems may not be used to transmit or store messages or other data that are inappropriate under existing WVDE or district policies, such as those prohibiting sexual harassment. Users may not create, send, or store messages or other data that are considered offensive, contain sexually explicit material, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or a group of people. Users also may not create, send, or store messages pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort.

## **6. No Expectation of Privacy**

McDowell County Public Schools retains the right to inspect any user's Virtual Hard Drive (VHD) and the files it contains. McDowell County also has the right to give permission to the teachers, the school administrators, and the parents of any student to review the use of McDowell County tools by a student whom they think may be misusing the system. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Monitoring

software may be used to periodically monitor computers by all users. Use of McDowell County Schools' technology resources constitutes consent for the McDowell County staff to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access.

## **7. Passwords**

Each user shall be required to use and maintain a password that was created according to McDowell County Schools' guidelines if a password is provided. This password is to be used to access the McDowell County Schools computer network and any resources that reside within the network and require password access. The users must take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password, the user should change the password immediately. Users will be held accountable for all activity that takes place under their password.

## **8. Violations /Sanctions**

Failure to observe these guidelines may subject users to termination of their McDowell County Schools' accounts and/or Internet and network access privileges. Failure to observe guidelines may also result in disciplinary action that may include suspension or expulsion from school. McDowell County Schools will also advise law enforcement agencies of illegal activities conducted through McDowell County Schools' resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through McDowell County Schools' resources.

## **9. Disclaimers /Conclusions**

- 1) Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- 2) WVDE, WVNET and McDowell County Schools will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- 3) WVDE, WVNET and McDowell County Schools make no warranties (expressed or implied) with regard to any costs or charges incurred as a result of seeing or accepting any information and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- 4) WVDE, WVNET, and McDowell County Schools deny any responsibility for the accuracy or quality of information obtained through the system.
- 5) WVDE, WVNET and McDowell County Schools reserve the right to change its policies and rules at any time.
- 6) All provisions of this agreement are subordinate to local, state and federal statutes.
- 7) This policy is in compliance with state and federal telecommunications rules and regulations.

## **Network Policies/Miscellaneous Technology Use**

### **CAMERAS**

Students may not bring in video equipment or any type of camera during the school day unless it is under the direct supervision of a teacher/administrator for educational use. Students may not reproduce/post pictures or videos of students or educators in an educational setting except under the direct supervision of a teacher/administrator.

### **CELL PHONES**

While students may bring cell phones to allow for after-school communication with parents, cell phones will be turned off during the school day. Cell phones may be used for educational purposes under direct supervision after reading and understanding the Acceptable Use Policy. (e.g. calculators, GPS, videotaping).

### **CYBER BULLYING**

Cyber bullying will not be tolerated. Educators will educate students about responsible behavior, and students will assume responsibility for Internet and network use that demonstrates respect for themselves and others.

### **DOWNLOADS**

In order to ensure equitable access to Internet resources, no audio or videos files will be downloaded except by request and/or with specific district permission.

### **GAMING**

Use of the Internet and network system will be for educational purposes. Games not related to instructional objectives will not be accessed during the school day. Teachers and administrators will be responsible for monitoring Internet and network use and ensuring that access is for the purpose of furthering instructional goals.

### **LAPTOPS and PERSONAL COMPUTERS**

#### **1. STUDENTS**

Students may NOT bring laptops to school from home. While on school grounds, students may use only laptops and desktop computers provided by the school system under the direction of teachers, and they must abide by all elements of McDowell County's Acceptable Use Policy. Students may not use ANY networking devices while on school grounds, other than those provided by the school system.

#### **2. TEACHERS/ADMINISTRATORS**

Teachers and administrators with laptops may access the school network system if it is approved by the county technology department and they sign a laptop agreement and agree to abide by the terms set forth in said agreement. Teachers/Administrators accessing the county's network with their laptops agree to allow the county to set up their computers, to use the county's antivirus system, to update and run antivirus daily (prior to system use), and to abide by all elements of McDowell County's Acceptable Use Policy.

#### **3. SUBSTITUTE STAFF**

Substitute staff may NOT bring laptops from home.

#### **4. VENDORS AND OTHER SCHOOL VISITORS**

Vendors and other school visitors who wish to use laptops on while in the school environment must seek permission from the administration or the county technology department PRIOR to visiting the school or county office. These users also agree to abide by McDowell County's Technology Policy.

**MULTIMEDIA PLAYERS (e.g., IPODs, MP3s, PSPs, other videogame systems)**

Students may not bring multimedia players for use during the school day for personal or educational use. Schools will provide multimedia players for educational purposes when needed. Students and teachers wishing to post videography will do so within county guidelines, posting videography to hosting sites only, in order to minimize the impact of video streaming on the school network.

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## **Guidelines for School Web Page Development**

Any educator or staff member wishing to create a school web page must complete a web page development application and submit it to the McDowell County Schools Technology Department. Although students and community members are welcome and encouraged to assist in the design and ongoing maintenance of the web page, the designated Webmaster *must* be a member of the school staff named by the County Technology Department. **It is his or her responsibility to:**

1. Ensure that students from the school are involved in the design and development of the web page.
2. Ensure that material has been screened for educational value, and that links and information are current.
3. Submit the School Web Page Application Form to the Department of Technology and serve as a contact person with the McDowell County Schools designated Webmaster.
4. Keep the school staff informed and knowledgeable about the web site.
5. Ensure that a current backup of the pages is kept on a computer at school.
6. Ensure that ftp (File Transfer Protocol) access to the web site is supervised by a school staff member. Students are not allowed to have the password to the school website and are not allowed to upload files directly to the website.

### **Students Working on Web Pages**

Students *must* be involved in the planning, design, and construction of the web page, to the extent that their age and expertise allow. Under the guidance of the Web Site Sponsor/Webmaster, it is the students' responsibility to:

1. Create pages that are appropriate for a school web site.
2. Proof all work for grammar, spelling, and punctuation errors.
3. Keep school information on the web page current and accurate.

### **School Web Page Design**

1. The web page must promote quality educational standards and must communicate an academic focus to the users of the site.
2. Parents must either provide prior approval in writing or must initial the appropriate lines on the Acceptable Use Policy for use of student names and/or photographs. Under no conditions can a student's home address, home phone number, or other personal information be used on the web site.
3. No personal information, gossip, sarcastic references, or inappropriate language can be used. No personal, non-academic web pages can be linked to the site.
4. No direct links to business advertising should be created.
5. Modifications of the home page can be ongoing, but the basic structure should be in place before the page is linked to the county server. Dead-end links discourage users from accessing the page.
6. No student home pages or links to offsite student home pages are permitted on the school web site.
7. School-sponsored clubs that relate directly to the curriculum can be linked to the web page. Extra-curricular clubs may not be linked to the school or district site.



8. All graphics, music, video and text on the web site and server are subject to copyright laws.
9. No streaming music is allowed on school web sites to ensure that sufficient bandwidth is readily available for educational purposes.
10. No additional widgets (e.g. WeatherBug) should be linked to your site.

**Application for Linking School Site to McDowell County Web Site  
McDowell County Schools**

**School** \_\_\_\_\_  
**Site URL** \_\_\_\_\_

**We have created a web page for our school and are ready to be linked to the McDowell County Web page. We have read and complied with the *McDowell County Guidelines for Web Page Development*. Our staff has been shown the web page and has been given an opportunity to critique and/or make suggestions.**

\_\_\_\_\_  
Webmaster Date

\_\_\_\_\_  
Principal Date

\_\_\_\_\_  
Technology Department Date

**MCDOWELL COUNTY SCHOOLS  
COMPUTER AND TELECOMMUNICATIONS  
ACCEPTABLE USE POLICY  
ELEMENTARY SCHOOL CONSENT AND WAIVER APPLICATION**

**I understand my responsibility for using the Internet and other online resources; therefore,**

- I will only use the computer as directed by my teacher.
- I will only use the computer when an adult is in the room.
- I will only use good manners when using the computer.
- I will not give out any personal information about myself or others, such as telephone numbers or addresses, while on the computer.
- I understand that all passwords or lunch numbers are to be kept secret.
- I will not log on to a computer using another person's username or password.
- I will not attempt to bypass any school, county or state filtering system.

**I understand that I must adhere to the mandates of West Virginia State Board of Education Policy 2460 – *Use of Internet By Students and Educators* and McDowell County Schools Policy 6-011—*Computer and Telecommunications Acceptable Use Policy*; therefore,**

- I cannot use the Internet in school until I have completed Acceptable Use Training, and my teacher, parents (or guardian), and I have signed and returned the Acceptable Use form.
- **Note:** A complete copy of Policy 2460 and Policy 6-011 may be obtained from the Department of Technology, the county webpage or at each school.

**I understand my responsibility for using software legally; therefore,**

- I will not give, lend, sell, download or copy any software found on school computers or the Internet, unless I have printed permission from the copyright owner.
- I will not bring any floppy disks, CDs, DVDs, flash drives or other storage media to the school unless I have specific permission from a teacher to do so. I will have the supervising teacher or the school computer specialist scan the media for viruses and check for appropriate content before using it on school equipment.
- I will not install any software on school computers without teacher permission.
- I will not install or add any device to a school computer or network.

**I understand the importance of using both print or non-print information in a lawful manner; therefore,**

- I will not copy information received in any form and say that it is my own work.
- I will accurately cite all sources of information.

**I understand that the use of computer networks is a privilege, not a right; therefore,**

- I will not attempt to bypass system security or change settings without teacher permission.
- I will not attempt to bypass any school, county or state filtering system.
- I will not tamper with the network or computers.
- I will not go into anyone else's files or use anyone else's username and/or password;
- I will not use Instant Messenger.
- I will not download or listen to music from the Internet unless directed to do so by the teacher.
- I will not use any non-school email address while at school.
- I will not play non-educational games on a school computer.

**MCDOWELL COUNTY SCHOOLS  
COMPUTER AND TELECOMMUNICATIONS ACCEPTABLE USE POLICY  
SECONDARY/VOCATIONAL CONSENT AND WAIVER APPLICATION**

**I understand my responsibility for using the Internet and other online resources; therefore,**

- I will limit my use of telecommunications in school to the **educational** objectives authorized and supervised by a teacher or staff member in the school.
- I will not use a computer in school unless an adult is present in the room.
- I will use appropriate language and polite responses when communicating online.
- I will not share personal information about myself or others while online. This information includes, but is not limited to, home address, telephone number, and age.
- I will not access, or try to access, another person's account, nor will I disclose my password to anyone.
- I will not bypass or attempt to bypass any school, county or state filtering system.
- I will not use online access for any illegal, unethical, immoral, harassing, or unacceptable purpose.
- If given permission to use email at school, I will only use the West Virginia *access.k12.wv.us* account email address, or the address the school assigns me. I understand that I am NOT to use my personal email account (i.e. AOL, Hotmail, Yahoo Mail, Charter.net, etc.) at school.
- I must receive specific permission from my teacher to enter a chat room and it must be for an educational purpose.
- I will not use any Instant Messenger service, such as, but not limited to, AOL Instant Messenger, Yahoo IM, ICQ, or MSN Messenger.
- I will report accidental access to inappropriate sites to the supervising teacher.
- I will not download any files or programs without permission from the supervising teacher.
- I will not download copyrighted music files without the permission of the copyright holder.
- I will not download or play non-educational games.
- I will not download/listen to streaming audio and/or video files for non-educational purposes.

**I understand that I must adhere to the mandates of West Virginia's Board of Education Policy 2460 – *Use of Internet By Students and Educators*; therefore,**

- I will not access the Internet in school until I have completed Acceptable Use Training, and my teacher, parents or guardian (where applicable), and I have signed the Acceptable Use form;
- I understand my use of Internet-related applications must be authorized by my teachers and be for educational purposes only;
- I will not have mail forwarded to my *access.k12.wv.us* or school assigned email account.
- NOTE: A complete copy of Policy 2460 may be obtained from the Department of Technology, downloaded from county website, or at each school.

**I understand my responsibility for using software legally; therefore,**

- I will not give, lend, sell, or copy any software found on school computers or retrieved online, unless I have written printed permission from the copyright owner.
- I will not take and/or use school/district product key codes for unauthorized use.
- I will not use shareware beyond the trial period specified by the program, unless I purchase it.
- I will not bring any floppy disks, zip disks, hard drives, CDs, DVDs, flash drives or other storage media to the school unless I have specific permission to do so. I will have the supervising teacher or the school computer specialist scan the media for viruses and check for appropriate content before using it on school equipment.
- I will be responsible for utilizing all software according to its licensing agreement.
- I will not delete or install software programs on any school computer without specific permission from the supervising teacher and/or school computer specialist/technician.

**I understand the importance of using both print or non-print information in a lawful manner; therefore,**

- I will not plagiarize information received in any form.
- I will accurately cite all sources of information.
- I will not copy or use copyrighted materials without permission from the owner of the materials.
- I will not use, purchase or steal documents or parts of documents from the Internet for classroom credit.
- Unless approved by school officials, I will not replicate any school-produced material for personal use or represent my own work as having been sanctioned by the school.

**I understand that the use of computer networks is a privilege, not a right; therefore,**

- I will not attempt to bypass system security.
- I will not bypass or attempt to bypass any school, county or state filtering system.
- I will not change hardware, software or network settings without permission. This includes, but is not limited to, desktop icons, wallpaper, screensavers, and browser homepage.
- **I will not interfere with or disrupt network users, services or equipment.** Disruptions include, but are not limited to, distribution of unsolicited advertising, using an instant messenger service, online gaming, unauthorized video and/or audio streaming, propagation of computer viruses, or unauthorized access to system programs.
- I will not invade the privacy of others by attempting to learn their passwords or by copying, changing, reading, or using their personal files.
- I will not access a computer / network using another person's login information, username and/or password.
- I will not attach any devices, including but not limited to wireless devices, to the school network without prior approval of the Department of Technology.
- I will not add or remove hardware from any school computer or other hardware device without prior permission from the school computer specialist and/or technician.

**Providing false or misleading information when applying for computer access, or violating any of the above rules, will cancel my user privileges and may result in further disciplinary action, including reimbursement for damage and computer recovery costs, suspension, and/or expulsion from school.**

**SCHOOL NAME** \_\_\_\_\_

**STUDENT:**

I have read and consent to the rules and responsibilities listed above. I have never had my computer privileges restricted or revoked by any other school.

Student Name (please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SCHOOL SPONSOR:**

I have read and discussed the above rules and regulations with the student. The school staff will not be responsible for the student's behavior if he/she intentionally disregards and disobeys the regulations in this policy.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**PARENT OR GUARDIAN \*:**

I have read and discussed this form with my child. I understand that it is the responsibility of my child to restrict his/her use to the classroom projects assigned. I accept full responsibility for supervision if and when my child is using computers in a setting other than school. I also understand that the teacher cannot be held responsible for intentional infractions of the above rules by my child.

\_\_\_\_\_ I give permission for my child to access the Internet in school.

\_\_\_\_\_ I do not give permission for my child to access the Internet in school.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SCHOOL INTERNET WEB SITE STUDENT INFORMATION**

I hereby give permission to use the following information on the school web site



**(Initial all that you approve):**

\_\_\_\_\_ student's first name      \_\_\_\_\_ student's last name      \_\_\_\_\_ student's photo

\_\_\_\_\_ student in group photo

Note: This form will be kept on file in the school listed above. It will not be transferred to another school.

**\*Vocational students not currently enrolled in a secondary school are not required to obtain parent signature if they are 18 years or over.**

### **PENALTIES FOR INFRACTION OF RULES**

An infraction of the rules stated in the Acceptable Student Use Consent and Waiver form may result in one or more of the following penalties, as determined by local and/or district administrators:

- Verbal reprimand
- Phone call and/or meeting with parent or guardian
- School suspension to an alternative learning center for one or more days
- Suspension from school for one or more days
- Loss of access to offline and/or online resources
- Loss of credit for the work assigned that resulted in an infraction
- Description of infraction filed with McDowell County Schools administration
- Loss of **all** computer related privileges
- Referral to McDowell County Schools Board of Education for suspension or expulsion
- Restitution for repair and/or replacement of equipment
- Restitution for repair and/or replacement of software
- Restitution of service charges to repair and/or replace equipment and/or software
- Restitution for service charges to remove unauthorized software, viruses, spyware and/or adware
- Referral to State and/or Federal law agencies

**MCDOWELL COUNTY SCHOOLS  
COMPUTER AND TELECOMMUNICATIONS ACCEPTABLE USE POLICY  
EMPLOYEE AGREEMENT**

**When using computers or other technologies that are the property of McDowell County Schools, my obligation is as follows:**

1. I understand that MCS computers are to be used only for **educational** purposes, whether on school property or at another location. For that reason, using MCS computers to access the Internet for personal purposes is prohibited. Personal purposes include, but are not limited, to: gaming, banking, planning personal/family travel, personal shopping, or participating in online auctions, gambling, chat groups, etc.
2. I will not install any unauthorized software on MCS computers. Unauthorized software is defined as software outside the legal licensing agreement created by the author of the program.
3. I will not install any software on MCS computers for non-educational/non-business use.
4. I understand that, due to bandwidth and virus issues, the use of an external Instant Messenger service, such as, but not limited to, AOL Instant Messenger, MSN Messenger, Yahoo IM, etc. is prohibited.
5. I will not give, lend, sell, download or copy any software found on MCS computers or retrieved online, unless I have printed permission from the copyright owner or the software license allows it. Additionally, I will not assist others in doing so.
6. I will not use shareware beyond the trial period specified by the program unless I purchase it.
7. I will not use computers to view, create, modify or disseminate obscene, objectionable, violent, pornographic, or illegal material.
8. I will not use computers for commercial or for-profit purposes that include, but are not limited to, gambling, advertising, and solicitation.
9. I will not use computers to send unsolicited, offensive, abusive, obscene, harassing, or other illegal communications.
10. I will not forward chain emails, inappropriate jokes and stories, Internet hoaxes, urban legends, and other non-educational email messages. I will make an effort to validate virus warnings before sending them to other MCS employees.
11. I will not attempt to bypass system security.
12. I will not attempt to bypass any school, county or state filtering system.
13. I will not invade the privacy of others by attempting to learn their passwords or by copying, changing, reading, or using their personal files.
14. I understand that the school employees have more privileges (access) to files and folders on the network. Therefore, to protect the confidentiality of student/employee files and records, I will always log off the computer/network when not using it, AND I will not allow students, parents, or unauthorized persons to use my account.
15. I will not download copyrighted materials from the Internet without the permission of the copyright holder. This includes, but is not limited to, music and video files.
16. I understand video and/or audio streaming content requires massive amounts of bandwidth and will slow down the Internet service to the school, district and/or state. Because of this, the use of streaming content should be restricted to educational purposes and downloaded and saved to the computer/file server/content cache engine during non-peak hours whenever



possible. Questions about streaming content should be directed to the Department of Technology.

17. I will not add or install any wireless device to a school network without prior permission from the MCS Department of Technology or Information Systems.
18. I will not disable any security and/or antivirus software installed on my computer or the school file server.

**NOTE: In order to supervise students using the Internet, staff members must have read the WVDE Policy 2460 AND teach their students Acceptable Use of the Internet and Telecommunications.**

1. A trained staff member is **required to be present** and able to **provide adequate supervision** when any student is using the Internet.
2. All student use of the Internet must be authorized by a MCS educator and must focus on appropriate learning goals and objectives. Non-educational gaming is NOT allowed.
3. Before any student uses the Internet in school, he/she **must** receive an Acceptable Use training session conducted by a MCS educator that must include a discussion of WVDE Policy 2640 and the McDowell County Acceptable Use Policy 6-011.
4. All students must have a fully signed MCS Computer and Telecommunications Acceptable Use Policy on file in their schools.
5. Students can access email at school ONLY through the use of an approved West Virginia access.k12.wv.us account or their EDLINE Account. Individual schools will determine whether students will receive email accounts.
6. Because of transmission and/or bandwidth problems that occur, no videoconferencing or continuous downloading, such as Internet Radio, is allowed without permission from the Department of Technology.
7. No chat group activities are allowed unless a teacher has a specific curricular need that incorporates chat groups into the lesson plan.
8. If chat groups, wikis and blogs are used with students, they must be monitored closely by the teacher for inappropriate content.
9. Substitute teachers who have not received the MCS approved Internet training are not permitted to use the Internet or supervise students using the Internet. Lesson plans for substitutes should clearly state this rule.
10. Web portals are sites designed to encourage communication between school and home. Use of portals as a primary access point for teachers, students, and home communication is encouraged, provided that the major focus of the site is educational. Sites that actively promote and focus on school fundraising and/or shopping are not permitted. Questions about particular web portals should be addressed to the Department of Technology.

**FAILURE TO COMPLY WITH THE ABOVE RULES MAY RESULT IN  
DISCIPLINARY ACTION**

I have read the rules and regulations above. I also understand that any computer, as the property of MCS, is subject to random auditing, for the purpose of determining the presence of unauthorized software, by either MCS or software publishing organizations.

Employee Name (please print)

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Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: This form will be kept on file in the school office. Employees not located in schools should submit the signed documents to their Administrator.**

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**CONSEQUENCES of FAILURE TO COMPLY**

Failure to comply with the policies as set forth here may result in loss of privileges to use Internet and network computers indefinitely and may also result in further disciplinary action up to and including suspension and expulsion. The McDowell County Board of Education shall ensure implementation of this policy in a method that promotes proper use of the Internet. As needed, each school shall utilize technical assistance that is available from the West Virginia Department of Education and RESA I to promote implementation of this policy. Additionally, each school shall establish procedures that promote the proper use of the Internet system. These procedures must be consistent with approved county and West Virginia Board of Education policies and guidelines.

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Adopting Date: October 6, 1997  
Revision Date(s): September 20, 1999  
July 20, 2008